

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 500 CLASSIFICATION AND MANAGEMENT OF INMATES	SUPERSEDES: IB 93-27 (08/23/99) AR 511 (09/1/83)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATIONS 511 INMATE ORIENTATION PROGRAM TEMP	EFFECTIVE DATE: 12/17/03

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PURPOSE

To establish guidelines for an orientation program for all inmates, entering the Department including, but not limited to, the rules and regulations governing their behavior, and the activities and privileges available to them.

AUTHORITY

NRS 209.131

RESPONSIBILITY

All staff involved in the admission of inmates into the Department and for new arrivals following intra-departmental transfers are responsible to ensure proper orientation of inmates occurs.

The Associate Warden's of Programs are responsible to oversee the inmate orientation program.

DEFINITIONS

INMATE TRANSFERS – For the purposes of this regulation, inmates received from another institution or Out to Court (OTC) who have been received out of one of the intake units or Out For Treatment (OFT).

NEW COMMITMENT – A person who is arriving at the Department to begin serving a prison sentence, or to continue serving one after having been revoked from parole. A new commitment must complete the full reception process.

RETURNING INMATE – An inmate who escaped and has been retaken; or an inmate whose housing assignment, custody, or both was temporarily transferred to a jail, a hospital, or another criminal justice agency.

APPLICABILITY

This regulation applies to all Wardens and Facility Supervisors.

PROCEDURES

511.01 DEPARTMENTAL ORIENTAION

1.1.1 The Department's orientation plan will ensure that: **(3-4275)**

- Written orientation of materials, with translations in an inmate's first language, are provided when possible;
- When a literacy problem exists, a staff member will assist an inmate in understanding the material; and
- Completion of orientation is to be documented by a statement signed and dated by the inmate.

1.2 The orientation materials and program will: **(3-4277)**

- Assist inmates in the transition to institutional living;
- Explain institutional rules and regulations;
- Describe the programs available;
- Acquaint inmates with institutional activities and goals;
- Identify specific interests, talents or problems;
- Orient new admissions in the intake unit to the reception process; and

- Orient transfers to the specific rules and functions of the receiving institution.

1.3 The orientation process will ensure that inmates receive the following:

- Information regarding the Inmate Grievance Procedure, (AR 740);
- The Code of Penal Discipline, (AR 707);
- Information regarding Prison Industries;
- Department Orientation Handout;
- Religious Preference Form DOC-3503;
- Selective Service Registration forms for inmates between the ages of eighteen (18) and twenty-one (21);
- Complete Department of Corrections Form DOC-541 Notification of Debts owed to the Department of Corrections in accordance with the Department's Administrative Regulation 258.

1.4 Foreign born nationals may qualify for transfer to their home country. Such inmates should submit correspondence to their Correctional Caseworker who will forward the request to the Offender Management Division (OMD).

- Refer to attached notice for participating countries.
- Designated OMD staff will review request and forward appropriate applications back to the caseworker.

1.5 The completion of the orientation program should occur:

- Within one week after arrival for transfers and returnees; and **(3-4276)**
- Within four weeks for new admissions. **(3-4278)**

REFERENCES

ACA Standards, 3-4275, 3-4276, 3-4277, and 3-4278

ATTACHMENTS

DOC-3503, Religious Affiliation Declaration Form
DOC- 541
Notice of International Treaties

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

XX
No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.

**NEVADA DEPARTMENT OF CORRECTIONS
RELIGIOUS AFFILIATION DECLARATION FORM¹
AND
VERIFICATION OF RECEIVED DOCUMENTS**

Date: _____

Inmate Name: _____

DOC #: _____

Current Institution: _____

Religious Affiliation: _____

By signing I acknowledge that I read and received the following:

Code of Penal Discipline
Orientation Packet
Inmate Grievance Information

Inmate's Signature

cc: Associate Warden of Programs

¹ This form is used to determine religious services needs and is not used as an identifying tool in any manner.

NOTICE

The United States has entered into international treaties with many countries, which may permit a foreign national prisoner from one of the treaty countries to transfer to his home country to serve the remainder of his sentence. The State of Nevada has enacted legislation, which allows it to participate in the international prisoner transfer program. The transfer program is discretionary and not everyone who applies will be qualified or will be approved for transfer. To transfer your application must first be approved by the State of Nevada. The United States and your home country must also approve your application before a transfer can occur. If you are a foreign national from one of the countries listed below and are interested in further information about the program or would like to apply for transfer, please contact your case manager or your nearest consulate for additional information.

Albania	Greece	Norway
Andorra	Hong Kong	Palau, Republic of Panama
Armenia	Hungary	
Australia	Iceland	Peru
Austria	Ireland	Poland
Azerbaijan	Israel	Portugal
Bahamas	Italy	Romania
Belgium	Latvia	Slovakia
Bolivia	Liechtenstein	Slovenia
Brazil	Lithuania	Spain
Bulgaria	Luxembourg	Sweden
Canada	Macedonia, The former Yugoslav	Switzerland
Chile		Thailand
Costa Rica	Republic of Malta	Tonga
Croatia		Trinidad/Tobago
Cyprus	Marshall Islands	Turkey
Czech Republic	Mexico	Ukraine
Denmark	Micronesia, Federated	United Kingdom
Estonia	States of Netherlands	(including UK
Finland	(including Netherlands territories)	
France	Antilles/Aruba)	Venezuela
Georgia		Yugoslavia
Germany	Nicaragua	